



**FY2017 Human Service Grant  
Request for Proposals  
Grant period is October 1, 2016 through September 30, 2017**

**A mandatory Pre-proposal Meeting for all applicants to be held on  
July 21, 2016 at 9:00 a.m.  
at 741 Monticello Ave. Norfolk, VA 23510.**

**Human Service Program Needs**

The City of Norfolk Adopted Fiscal Year (FY 2017) Budget includes approximately \$662,000 for grants to support services for the City of Norfolk departments and non-profit service organization(s) to increase resources to Norfolk's at-risk populations of children, families, the elderly and disabled residents, and those experiencing homelessness. Awards are limited to a maximum award of \$60,000 per eligible direct service item as described under Program Priorities in the instructions.

Human Service Grant (HSG) funding is supported by the City of Norfolk's general fund and awards are determined annually through a competitive application process. The funds will be used to increase direct service capacity and support outcomes that improve the lives of Norfolk's at-risk residents.

It is not expected that there will be sufficient funding to meet all requests. It is recommended applicants carefully review the application instructions and the priorities of services/programs the HSG program seeks to support before completing the application.

**HSG funds shall be used to provide the following direct services:**

- Homeless Services \*
  - Case management
  - Medication
  - Broker/Support Services
  - Transportation

- Parent Education, Support Services and Youth Development
- Services to the aging populations and those with Disabilities
- Food for the hungry
- Job Training

*\*Any homeless services applicants must incorporate the use of the appropriate VI-SPDAT assessment tool, as well as participate in the Service Coordination Committee meetings for families and/or single adult households as a process for filling all openings in PSH, Transitional Housing, Rapid Rehousing and TBRA programs. Additionally, all homeless service providers must use the SVHC's HMIS system to record services.*

### **Grant Timeline**

- The solicitation period for grant proposals is July 11, 2016 through August 8, 2016.
- **A mandatory Pre-proposal Meeting for all applicants will be held on July 21, 2016 at 9:00 a.m. at 741 Monticello Ave. Norfolk, VA 23510.**
- Grant proposals/applications **must be received** no later than **5:00 p.m. on August 8, 2016**. Late applications will not be accepted.
- Applicants may be contacted and requested to provide an on-site interview by the Department of Human Services.
- Complete proposals will be reviewed, evaluated, and awarded by September 30, 2016.
- The FY2017 HSG Grant Period will be October 1, 2016 through September 30, 2017.

### **ISSUING OFFICE:**

Norfolk Department of Human Services  
741 Monticello Avenue  
Norfolk, VA 23510

### **CONTACT FOR INFORMATION:**

Lada Bardoun, Business Manager  
Telephone: (757) 664-6071  
[lada.bardoun@norfolk.gov](mailto:lada.bardoun@norfolk.gov)